

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-11				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2013			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			WCIT				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.2, 3.1.17					
Purpose:					Period of Performance					
<input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					From 08/01/2012 To 07/31/2013					
Comments: This action establishes WA 2-11 in OP 2 of the contract, and requests a workplan, staffing plan, and budget to support the attached PWS. The Agency estimates 2300 direct labor hours will be needed for the requirement.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/30/2010 To 07/31/2013										
This Action:						2,300				
Total:						2,300				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Adrian Hanley						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-564-0000				
						FAX Number:				
Project Officer Name Nancy Muzzy						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-569-7864				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Cathy Basu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2042				
						FAX Number:				

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT**

Contract No. EP-C-10-060

Work Assignment: 2-11

WAM:

Adrian Hanley

Threats, Analysis, Prevention and Preparedness Branch

Water Security Division/Office of Water

Phone: (202) 564-1564

FAX: (202) 564-8513

Email: hanley.adrian@epa.gov

Mail Code: 4601M

1200 Pennsylvania Avenue, N.W.

Washington, DC 20460

Alternate WAM:

Latisha P. Mapp

Threats, Analysis, Prevention and Preparedness Branch

Water Security Division/Office of Water

Phone: (202) 564-1390

FAX: (202) 564-8513

Email: mapp.latisha@epa.gov

Mail Code: 4601M

1200 Pennsylvania Avenue, N.W.

Washington, DC 20460

LOE: 2,300 hours

Period of Performance: August 1, 2012 to July 31, 2013

Title: Water Contaminant Information Tool (WCIT)

PWS Sections: 2.2, 3.1.17

I. PURPOSE:

The purpose of the WCIT work assignment is to assist the Agency and the water sector in planning for and responding to drinking water contamination threats and incidents. As a planning tool, WCIT can be used to support vulnerability assessments, emergency response plans, and the development of site-specific response guidelines. As a response tool, WCIT can provide real-time information about specific water contaminants to inform decision makers about appropriate response actions. A secondary objective of the WCIT will be to identify data gaps

for priority contaminants, which will in turn identify future research needs.

To achieve these objectives, the contractor shall maintain the database and make modifications or enhancements that become necessary after deployment; register users by implementing EPA's access protocol for WCIT and addressing technical difficulties that users encounter; populate WCIT with additional contaminants; coordinate or integrate WCIT with related EPA tools and programs including providing WCIT data for use with those tools; develop outreach and training materials and conduct training.

The intended users of the WCIT database are drinking water and wastewater utilities, state drinking water primacy agencies (and their regional and local agencies), drinking water and wastewater associations partnering with EPA, state and local public health officials, Federal officials (including government laboratory staff), and state laboratories.

This project provides programmatic support related to our national all hazards homeland security responsibilities by decreasing the time required to find crucial contaminant information that will be needed during water contamination response event. WCIT is used for exercise planning to determine relevant symptoms and toxicity levels that will occur in the exercise scenario, and to determine what analytical methodologies and water treatment will be needed during the response. Recently WCIT was consulted to determine plausible Iodine-131 treatment methodologies after the Fukushima Nuclear Plant incident.

The National Homeland Security Research Center, EPA's regional Water Desks, and representatives from the user groups mentioned above should be included as reviewers to any significant changes that are made to WCIT.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, adaptation and impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security

Strategy framework.

Option Year 2 overarching goal and metric for success: the overall goal for OY2 is to increase the number of people logging into WCIT, particularly WCIT's target audience (utilities serving over 100,000 people, state government response personnel, and EPA water teams). Most of the current 2,200+ registered users of WCIT are from this target audience, but very few are using WCIT at all. Most users registered for WCIT, but then rarely used it afterwards. Each work assignment task has a measurement of success stated in the first paragraph of the task description. These are summarized below. The task specific measurements of success are designed to support the overall work assignment goal to increase WCIT use by its target audience. The Task 4 measurement of success is the most crucial.

Summary of task specific measurements of success:

Task 1: Timely registration, password updates, and basic maintenance are essential tasks when re-engaging WCIT registered users and recruiting new users.

Task 2: Addition of common water utility treatment chemicals will encourage more routine use of WCIT.

Task 3: NHSRC's Select Analytical Method (SAM) document contains the recommended analytical method for use during a response. It is essential information for WCIT.

Task 4: The hands-on training events are meant to familiarize the WCIT target audience with how to use WCIT. This familiarity is essential for the registered users to use WCIT with any kind of regularity.

II. BACKGROUND:

On June 12, 2002, President Bush signed the Public Health Security and Bioterrorism Preparedness and Response Act (the Act) into law. The Act amends the Safe Drinking Water Act and specifies actions community water systems and EPA must take to improve the security of the nation's drinking water infrastructure. One of the responsibilities of EPA under the Act is to conduct studies in the areas of prevention, detection, and response to the intentional introduction of contaminants into community water systems and source water for those systems. In addition, EPA supports development of tools, training, and technical assistance for drinking water and wastewater utilities. As part of this effort, EPA has funded the development of the Water Contaminant Information Tool (WCIT).

WCIT is an electronic database for tracking and managing the most current information from peer reviewed sources and research on contaminants of concern for water security including those related to an "all hazards" approach. Such contaminants may or may not be significant from a regulatory or operational perspective, but could have substantial adverse consequences to the public and/or utility if accidentally or intentionally introduced into the drinking water.

As currently envisioned, WCIT's current and future customers are and will be EPA Program Offices and Regions, other federal organizations, water utilities, state drinking water programs, public health laboratories and officials, environmental laboratories, emergency first responders, and technical assistance providers. The collective information in WCIT will require that access be tightly controlled, yet readily available to those with a legitimate need for the information.

There are many issues that will need to be addressed to protect WCIT's sensitive information while meeting the needs of each user group.

III. QA REQUIREMENTS:

Tasks 1, 2, and 3 in this work assignment require the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the PQAPP completed under WA 0-11, consistent with the Agency's quality assurance (QA) requirements. Work on these tasks cannot proceed until the contractor receives notification from the PO via e-mail that utilization of the PQAPP completed under WA 0-11 has been approved for use on these tasks. The project specific quality assurance requirements (PQAPP) must be addressed in the monthly progress reports as specified under Task 0, below.

IV. DETAILED TASK DESCRIPTION:

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

Task 0: Work Plan, Progress evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, the contractor shall prepare a project specific quality assurance plan (PQAPP) (noted above), or use a previously prepared one as specified above, and ensure the quality of secondary data used to complete these tasks. If using a previously prepared plan, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-11. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the PQAPP completed under WA 0-11. If issuing a new work assignment, with new PQAPP requirements, then the work plan shall explain when the PQAPP will be submitted based on the specific data requirements of the WA. When using a previously approved PQAPP, the contractor shall immediately notify the Project Officer and WA manager if any changes to the tasks involving the collection and analysis of the data occur, and prepare a

new or modified PQAPP, supplementing the previous PQAPP. Work on these tasks cannot proceed until the contractor receives notification of the new PQAPP approval from the PO via e-mail. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring

Deliverables: Work plan, PQAPP update if necessary, and monthly progress and financial reports.

Task 1: Maintenance, registration, and enhancements of the database

The contractor shall maintain the WCIT database for all registered users, including any additional users who were a part of National Environmental Methods Index for Chemical, Biological, and Radiological Methods (NEMI-CBR) and who must now be transferred to WCIT. The measurement for success of this task is the continuous running of WCIT, timely registrations, and timely resolution of any problems identified (e.g., invalid links). The contractor will also make system modifications as directed by the EPA WAM that are necessary to allow for better accessibility of the database. Maintenance and modifications to the database will be an ongoing task and are necessary to keep the WCIT database easily accessible and to address any concerns that users may have when using the database. In addition, EPA is required to update the WCIT security plan and populate and maintain the Automated System Security Evaluation and Remediation Tracking (ASSERT) database under the Federal Information Security Management Act (FISMA) as well as to update the OW Registry of EPA Applications and Databases (READ). These tasks will be completed by the contractor as part of the maintenance of the WCIT database. The contractor must be available for handling the registration and processing of user applications as outlined in the WCIT access protocol and to respond to technical difficulties, including comments sent to the WCIT feedback mailbox (hosted at EPA). EPA's protocol for user approval may need revision as directed by the EPA WAM, which may require making appropriate changes to the interface to accommodate these changes. The contractor will be required to respond directly to user questions and technical difficulties as needed, and must copy the WAM on all correspondence. The monthly progress report will summarize these support activities.

The following are all possible initiatives for Option Period 2. Implementation of tasks shall be in accordance with technical direction and consistent with Program priorities.

If directed by the EPA WAM, the WCIT eligible user identity may be updated to include state

and/or local emergency responders. Upon expansion of the potential users for WCIT, the contractor shall continue registration protocols as defined by the WCIT access protocol.

The contractor shall update invalid links when identified (e.g., as occurred in the WCIT Evaluation Report, April, 2010). Most of invalid links are usually related to external Web sites, and some are related to typographical errors in entering Web addresses.

An update of the sampling and analysis tables in WCIT is needed as part of the maintenance. The analytical methods (including information from the upcoming Select Analytical Methods (SAM) 7.0) are critical to detection as well as measurement of treatment and decontamination effectiveness. Accurate information is critical for WCIT users to appropriately plan for or respond to a contamination event.

Updates of the Fate and Transport and Infrastructure Decontamination tables in WCIT are needed to best facilitate the implementation of a decontamination strategy. WCIT should be updated to include fate and transport information of chemical, biological and radiological agents, residuals, and decontamination agents in the environment and in chlorinated drinking water and wastewater systems. Current WCIT contaminant information containing expert judgments on fate and transport should also be updated with empirical data.

The contractor also shall update WCIT to disseminate near-term practical decontamination solutions to utilities as part of the implementation of the decontamination strategy. This will be accomplished by updating WCIT to provide information on using traditional techniques (i.e., those in routine use by utilities) for non-traditional contaminants, and to provide information on the efficacy of pipe cleaning aids, such as NSF-60-certified products, on the decontamination of infrastructure.

Currently, WCIT includes data fields for infrastructure decontamination. WCIT users responsible for decontamination after an incident are interested in decontaminating or treating the contaminated drinking water in addition to the infrastructure. There has been some confusion among users as to whether the WCIT drinking water treatment information can be applied to decontamination of contaminated drinking water. In part, this confusion is related to the definition of an “effective treatment” using chemical disinfection in the WCIT drinking water treatment table. WCIT should be modified to address and clarify this potential misunderstanding. This modification may arise as a result of the analysis of comments submitted through the WCIT feedback module, input from formal user review groups, informal feedback from stakeholders, or at the discretion of the EPA WAM. Support for information or technical expertise requested by the EPA WAM upon discussions/analysis of the modification will be provided by the contractor.

Database enhancements are necessary to make the WCIT database easier to use and access. Enhancements needed include the development of a new format for comparison of the data from wastewater treatment, drinking water treatment, and infrastructure decontamination. In addition, the contractor shall develop a new tool for calculating parameters that would demonstrate the appropriate treatment and/or decontamination levels to be achieved based on site-specific data (e.g., a high level of contamination versus a low level of contamination). The contractor will incorporate other enhancements as directed by the EPA WAM. These enhancements may arise

as a result of the analysis of comments submitted through the WCIT feedback module, input from formal user review groups, informal feedback from stakeholders, or at the discretion of the EPA WAM.

The contractor will determine if there are WCIT users that are no longer eligible for WCIT membership. Some users may have moved to a new employer or retired, and may not work for an organization that is allowed access to WCIT. All WCIT users will be emailed at their place of employment to determine whether they are still employed there. Several rounds of follow up communication may be required, and the responses will need to be tracked on a spreadsheet.

Specific activities under this task will be assigned through written technical direction in response to Water Security Division support needs, and shall be within the general scope of this work assignment.

Deliverables:

- Updated invalid links in WCIT
- Maintained WCIT database for the more than 2,200 registered users and system modifications that are necessary to allow for better accessibility of the database. System modifications will be coordinated with the EPA WAM.
- Registration of new WCIT users as defined in the WCIT access protocol; focus on expanding membership among scientific staff at the 400 largest utilities, state response and removal managers with science engineering backgrounds, and EPA Water Teams.
- Updated access protocol to reflect the current users of the WCIT database.
- Updated WCIT security plan; ASSERT database, OW READ, and other IT system applications that are required by the OW and/or EPA. Timing of the updates to the IT applications will be established by each application.
- Updated sampling and analysis tables in WCIT. The analytical methods (including the upcoming SAM 7.0) are critical to detection as well as measurement of treatment and decontamination effectiveness.
- Information, technical expertise, or logistical support (for potential workgroup meetings) requested by the EPA WAM upon discussions/analysis of the treatment/decontamination efficacy modification.

Task 2: Data population

Originally WCIT was conceptualized as a tool for utilities to use both for pre-planning, to understand the “landscape” of threats, and to use as a resource during emergency response to retrieve contaminant data. Because of this, the original contaminants in WCIT were selected from EPA’s list of priority contaminants. As WCIT expanded, additional contaminants were selected for inclusion based on other factors. Currently WCIT is focusing on adding contaminants that utilities use on a more routine basis, to promote the routine use of WCIT. The measurement for success of this task will be the addition of at least 5 WCIT contaminant profiles for common treatment chemicals. Based on EPA’s written technical direction the contractor shall use the WCIT population plan to recommend the inclusion of additional contaminants in

WCIT. EPA will provide the contractor with a list of the contaminants expected to be included in the database in the future, and provide updates to this list as necessary. Based on written technical direction from the EPA WAM, the contractor may do the following work in support of the data population. Information from already existing tools will be leveraged to avoid unnecessary research (e.g. Contaminant Candidate List (CCL3), NHSRC's Threat Ensemble Vulnerability Assessment (TEVA) modeling tool and SERRA (Support for Environmental Rapid Risk Assessment) Database, and the contamination warning system simulation model being developed under WSD's Water Security initiative). Specific support may include, but is not limited to:

- Provide information per the request of EPA WAM for potential additional contaminants to add to WCIT
- Leverage existing tools to support analysis of potential additional contaminants.
- Populate data in WCIT for contaminants identified by the EPA WAM.
- Update data for previously populated contaminants, as outlined in the WCIT population plan. Such updates would include the facilitation of a peer review of these data.
- Facilitate expert workgroup reviews.
- Recommend new expert reviewers.
- Draft invitations, agendas, review charges, reminders, letters of gratitude, and other materials in support of the expert workgroup reviews.
- Keep updated spreadsheets of current and former WCIT expert reviewers, their contact information, expertise, and any additional information that is relevant.
- Provide logistical support for the workgroups and reviewers, consistent with contract requirements. Travel and appropriate compensation shall only be provided to those reviewers with consultant agreements verifying their input into the effort under the requirement. The contractor shall, in consultation with the EPA WAM, develop a method to verify and track the reviewer submissions, and provide documentation to EPA confirming that payment was disbursed to the reviewers.
- Develop meeting or comment summaries, along with recommended actions and their associated cost and schedule implications. These summaries might follow a formal review, a meeting that the contractor attends, or other instances where users have provided feedback.
- Compile, review, and respond to comments by the expert workgroup.
- Update WCIT data based on EPA's review of the expert workgroup comments and the contractors' response to comments.
- Revise the WCIT population plan or Data Population Quality Assurance Project Plan as needed.

Deliverables:

- Provide information requested by EPA for specific contaminants that may potentially be added to the WCIT.
- Populate WCIT with up to ten wastewater contaminants as indicated in the population plan after approval by EPA.
- Update contaminant profiles for contaminants selected by the WAM.

- Deliver meeting minutes and response to comments for expert review as needed.
- Revised WCIT Population Plan or Data Population QAPP as needed.

Task 3: Integration with other EPA or Water Sector Partner Tools, Development of Data Consistency, and Data Requests

The information for some of the categories of data listed above is, or will be, available from databases developed and housed outside of the Water Security Division (WSD). The measurement of success for OY2 will be to update WCIT to reflect changes in the next revision of NHSRC's Selected Analytical Methods document. It is not anticipated that WCIT will leverage other resources this option year, but the following are some potential examples. The environmental methods for contaminants of security concern can be obtained from the National Environmental Methods Index-chemical, biological, and radiological (NEMI-CBR) database, laboratory resources can be obtained from the Laboratory Compendium, treatment methods from the Treatability Database under development by EPA's Office of Research and Development (ORD), toxicity information from the Emergency Consequence Assessment Tool (ECAT) under development by ORD, chemical warfare agent (CWA) data compiled in ORD's Chemical-Biological Helpline (CB-Helpline), National Homeland Security Research Center (NHSRC) Contaminant Data Dictionary, NHSRC Support For Environmental Rapid Risk Assessment (SERRA), and technology data developed by ORD's Technology Testing and Evaluation Program (TTEP). WCIT may also be integrated into the National Decontamination Portfolios under development by the Office of Solid Waste and Emergency Response (OSWER) and OSC toolbox.

In these cases, the WCIT database may contain only summary information but otherwise it will refer users to the original sources of pertinent data. The purpose of this integration is two-fold. Leveraging existing data systems managed by EPA is an efficient use of EPA resources. In addition, integrating WCIT with other sources ensures that the data across EPA tools is consistent. The extent and method of integration with each tool will be determined on a case-by-case basis.

This task, per EPA WAM written technical direction, will also continue to support the merger of the CBR advisor into the WCIT/NEMI-CBR. The new WCIT/NEMI-CBR combined data system will house information from both systems. CSC will continue to approve users to access WCIT/NEMI-CBR. This effort is to be coordinated with the U.S. Geological Survey (USGS) and EPA's Office of Environmental Information (OEI).

Besides relying upon other EPA tools for certain data, WCIT also provides support for several EPA water security initiatives. Examples include the Water Security Division's emergency response training and EPA's contamination monitoring work in support of Homeland Security Presidential Directive-9. In addition, several of the other EPA tools require information from WCIT.

The contractor, per EPA WAM written technical directions, will work with WSD personnel to promote WCIT and other WSD web sites and tools. The contractor will identify what parts of WCIT could reference and have linkages to other WSD tools (e.g., URL links).

Under this task, and per EPA WAM written technical direction, the contractor's duties may include, but are not limited to:

- Review existing EPA tools and assess their potential for integration with WCIT.
- Provide written documentation describing options and recommendations for tool integration.
- Determine where URL links could be inserted into WCIT that would promote other WSD web tools.

Deliverables:

- A detailed evaluation on the various EPA tools designed to address the contaminants of concern for water security. Some items to be addressed would be the need to identify the uses of these tools, audience for the tools, and overlap in efforts between databases.
- Outlined options and recommendations for integration of WCIT with other EPA tools. This will be worked on after the detailed evaluation has been compiled on the databases such that the data fields and audience have been identified for each of the databases.
- Recommendations to integrate and support data consistency with other EPA water security tools.
- Provide requested WCIT data to other EPA water security tools as requested.

Task 4: Outreach, Communication, and Training Support

In order for WCIT to be a useful tool, its intended audience must be aware of its availability and must understand how to use it. The purpose of this task is to provide outreach, communication, and training support for WCIT. The measurement of success for this task will be to deliver at least 10 hands on trainings to our target audiences. These will be conducted by conference call, and the participants will follow the trainer while logged onto WCIT. A similar style of hands on training was provided to the Region 3 Water Team, after which the number of WCIT log-ons from Region 3 rose significantly.

The WCIT eligible user identity may be updated to include state and/or local emergency responders. Upon expansion of the potential users for WCIT, the contractor will support additional and targeted outreach to the potential new community of WCIT users.

The EPA WAM may task the contractor to carry out the following activities, or others in support of these tasks that support the general scope of this work assignment:

- Develop articles, fact sheets, press releases, newsletters, trifold, presentations, and other outreach materials.
- Develop training and training evaluation materials.
- Provide logistical support for WCIT training, including webcasts.
- Conduct and/or facilitate training and/or webcasts. This could be independent training or it could be associated with another course, meeting or conference.
- Identify relevant existing courses and conferences to which WCIT could be added, and coordinate the addition of WCIT. These courses may be conducted by EPA or by any of the WCIT audience members.

- Coordinate with other training coordinators to incorporate WCIT into their training. This includes soliciting feedback on WCIT from course participants.
- Revise the existing WCIT communication strategy as appropriate. Update the outreach and communication plan, so that it covers a two year time frame as often abstracts are requested six or more months in advance of a meeting or workshop.
- Provide related outreach and training support as needed.
- Update the meeting-based PowerPoint presentation on training with the option for live training that can be presented at national, regional or local meetings to train utility, laboratory, or emergency response personnel on the uses of WCIT. Updates have occurred to WCIT and need to be incorporated into the PowerPoint presentation. The training would introduce users to the function of WCIT, how to use WCIT during a possible contamination incident, and how to use WCIT for planning purposes. The presentation should include notes and scripts so that it can be presented by EPA, CSC, or other personnel in a variety of settings. Incorporate the training into the WLA training center, or a similar location.
- Update the web based training that would be available through the EPA website. This web based training will provide WCIT training, freely available to a broad audience as their schedule permits.

The most likely deliverables from these activities are the following.

Deliverables:

- Attend up to three meeting and/or training opportunities as part of the WCIT outreach activities. Assume each will require a day of travel and a day of work for one staff member.
- One electronic newsletter to current WCIT users and those on the e-mail distribution list for WCIT updates.
- Updated WCIT Fact Sheet as appropriate with discussion of recent tool enhancements and data additions per EPA WAM direction.
- A WCIT technical paper for submission to a technical journal.
- Coordination with other training in order to incorporate WCIT as appropriate.
- Presentation materials for meetings and briefings to be attended by EPA, the contractor, and others groups presenting on WCIT. The audience for each meeting or briefing will change, and will be identified by technical direction. Updates to WCIT can occur, which will require modifications to the standard presentation available for WCIT. Assume 5 presentations will be required, but that each presentation will only be a revision of the current presentations being used.
- Updated WCIT outreach and communication plan for FY 12/13.
- Updated meeting-based PowerPoint presentation to reflect the most recent modifications to WCIT.
- Updated web-based WCIT training.

V. SCHEDULE/DELIVERABLES

Task Number	Deliverable	Deadline
0	Work Plan	Within 20 days of receipt of WA. Revisions within 3 days of receipt of comments from the EPA WAM
0	QA Supplemental	Within 2 weeks of written technical direction from the EPA WAM, if needed
0	Monthly Status Reports	Per contract requirements
1	Maintenance	Ongoing through the option period
1	Modifications and updates to the tool or other IT applications/requirements	Within 4 weeks of written technical direction from the EPA WAM
1	Registration	Ongoing through the option period
1	Access Protocol	Within 2 weeks of written technical direction from the EPA WAM
1	Information, technical expertise, or logistical support	Within 2 weeks of written technical direction from the EPA WAM
1	Recommendations for new tool	Within 6 weeks of written technical direction from EPA WAM
1	Implementation of new tool	Within 8 weeks of written technical direction from EPA WAM
1	Enhancement Recommendations	Within 16 weeks of written technical direction from the EPA WAM
2	Data Population of contaminants that have been through expert review	Within 6 weeks of written technical direction from the EPA WAM
2	Data for additional contaminants	Within 6 weeks of written technical direction from the EPA WAM
3	Evaluation of other EPA water security tools	Within 4 weeks of written technical direction from the EPA WAM
3	Coordination with the developers of new and existing tools to integrate them with WCIT.	Within 4 weeks of written technical direction from EPA WAM
3	Options and recommendations for integrating	Within 4 weeks of written technical direction from the EPA WAM
3	Updated documentation	Within 2 weeks of written technical direction from the EPA WAM
3	Outreach and communication products	Within 2 weeks of written technical direction from EPA WAM
3	WCIT data for other EPA tools	Within 2 weeks of written technical direction from the EPA WAM
4	Outreach, meeting and/or training materials (incl. targeted outreach)	Within 2 weeks of written technical direction from the EPA WAM
4	Updated Web-based training	Within 6 weeks of written technical direction from the EPA WAM
4	Fact Sheet, WCIT Update, and/or Website content (incl. targeted outreach)	Within 4 weeks of written technical direction from the EPA WAM
4	WCIT technical paper	Within 6 weeks of written technical direction from the EPA WAM
4	Updated WCIT outreach and communication plan	Within 3 weeks of written technical direction from the EPA WAM
4	Coordination with other training	Within 1 week of written technical direction from EPA WAM
4	Presentation materials (and updates)	Within 2 weeks of written technical direction from EPA WAM
4	Update WPA sponsored Wiki	Within 2 weeks of written technical direction from EPA WAM

VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)

Financial Reports

Project Specific PQAPP update (if applicable)

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the EPA WAM to any anticipated event under the work assignment which may result in incurring an estimated \$23,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WAM will then prepare internal approval paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

QUALITY ASSURANCE SURVEILLANCE PLAN
for the Water Security Division's
Technical, Analytical, and Regulatory Mission Support
Performance Work Statement

Quality Assurance Surveillance Plan

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	Unsatisfactory rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period.

<p>Timeliness: Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p>Unsatisfactory rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
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<p>Cost Management and Control: The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Unsatisfactory rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
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<p>Technical Effort: The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p>Unsatisfactory rating under the category of QUALITY OF PRODUCT OR SERVICE in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>
<p>Socio-Economic Utilization: The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an Unsatisfactory rating under the category of BUSINESS RELATIONS, and MEETING SDB SUBCONTRACTING REQUIREMENTS in the NIH Performance Evaluation System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-11				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2013			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			WCIT support				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.2, 3.1.17					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2012 To 07/31/2013					
Comments: This action increases incremental funding for the work assignment by an amount of \$108,807 to a new ceiling of \$222,223 and increased the technical labor hour amount to 2196 hours. Total hours for the work assignment are a ceiling of 2250 direct labor hours.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 2,300						
11/30/2010 To 07/31/2013										
This Action:				-92						
Total:				2,208						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Adrian Hanley							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-564-0000			
							FAX Number:			
Project Officer Name Nancy Muzzy							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-569-7864			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Cathy Basu							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2042			
							FAX Number:			